Employee and Labour Relations Advisor

Catholic School Centre
Human Resources
1000 – 5 Avenue SW, Calgary

Position Details
Competition Number: 00960000084
Total Hours per Week: 35 hours
Position Type: Permanent
District Schedule: Year Round Schedule
Salary: Grade 8 - $103,750

Overall Accountability
The Employee and Labour Relations Advisor consults with Administrators, Supervisors, Managers, Directors and Superintendents and provides expertise and recommendation in: employee and labour relations matters, performance management and progressive discipline, administrative procedures, protocols and legislation issues. The Advisor provides highly confidential and responsive labour relations research and analysis services for the Director.

Specific Accountabilities
- Provides advice and support on all labour relations and employment issues
- Provides advice and guidance on the interpretation of multiple collective agreements to ensure consistency of application and administration
- Investigates employment issues, grievances and human rights complaints; makes recommendations on appropriate responses and/or resolutions
- Educates management on performance management, progressive discipline, attendance management and human rights matters pursuant to administrative procedures; makes recommendations on disciplinary matters
- Consults with management to ensure compliance with the requirements of applicable Alberta legislation, i.e., Labour Relations Code, Employment Standards Code, Education Act, Human Rights Act, etc.
- Accountable for all aspects of Hours of Work and Instructional Time (Alberta Teachers’ Association); including training workshops for school administrative personnel
- Accountable for the administration of the discipline and grievance databases
- Participates in collective bargaining; assists in the planning and preparation for collective bargaining, i.e., interests/issues, alternatives for union/association proposals and costing
- Liaises with union/association representatives on matters ranging from specific issues and grievances, to special projects; builds and maintains positive employee/employer/union relations

Qualifications
- Degree in Labour Relations, Human Resources, or Business Administration
- Six (6) to nine (9) years’ labour relations experience including handling of grievances, exposure to arbitrations and collective bargaining
- School administration experience in education preferred
- Certified Human Resources Professional (CHRP) designation preferred
- Excellent problem solving and organizational skills, strong analytical and research skills
Qualifications (cont.)
- Exceptional written and verbal communication skills including the ability to collaborate, negotiate, facilitate, resolve conflict and manage complex, sensitive situations
- Proven ability to work effectively with stakeholders
- Proficiency with Microsoft Office

Applications are received through the Calgary Catholic School District careers site https://careershr.cssd.ab.ca/ prior to the closing date of October 19 at 11:55 pm

This is a union exempt position.